

Verification of Enrolment



St. Lawrence College

This manual contains pertinent information about accessing your Student Verification of Enrolment letter.

May 2018

Verification of Enrolment

About

The Verification of Enrolment form has been designed to provide an on-line system to expedite the confirmation of information required by students. This process will replace all hand – processed forms (with the exceptions of Government Student Loans and Canada Pension Plan forms). This form is to be used for such purposes as: Registered Education Savings Plans (RESP); Student Line of Credit; Provincial Health Care Insurance; Non St. Lawrence College Scholarships and Awards; etc.

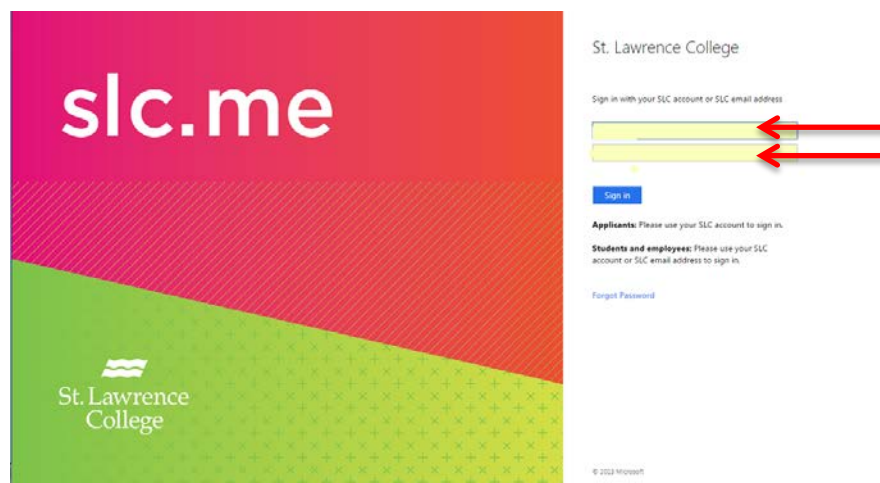
Accessing Verification of Enrolment form

You can access your student verification of enrolment form through your slc.me account.

Login

Go to <http://slc.me>

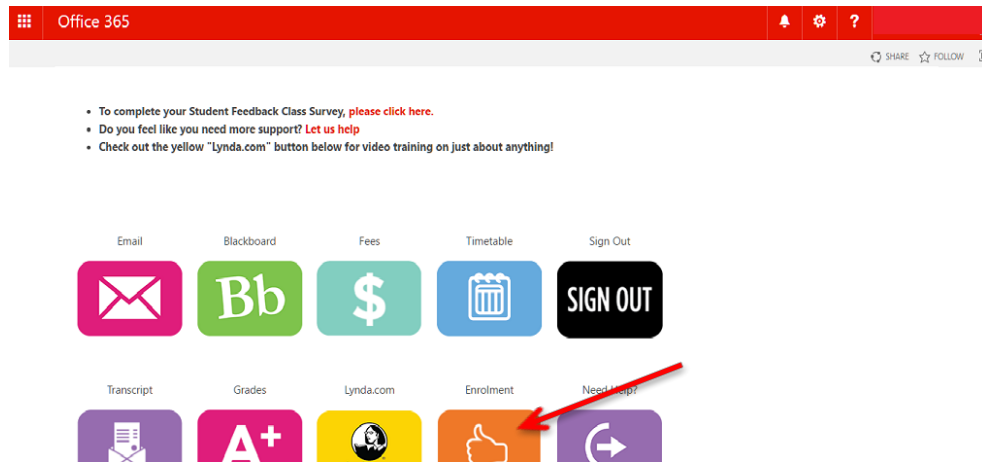
You will be presented with the login screen. On the right side is where students can login with their **username** and **password**. Enter the information and click the **login** button.



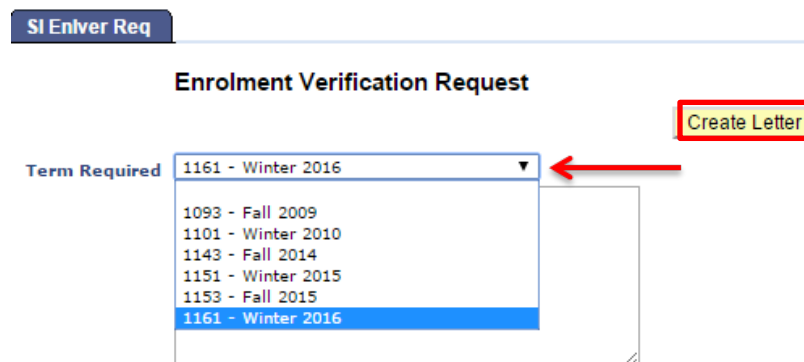
Once logged in, you will see a screen similar to the following (your homepage). **Remember:** You can always get to the main screen by clicking the big **slc.me** logo in the top left.

From the main slc.me homepage, click on the **Enrolment** icon in the center.

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Once loaded, the **Enrolment Verification Request** page will display with a drop down menu with choice of semester for verification. Once the semester is selected, click **Create Letter**. *Please ensure that your pop-up blocker is turned off.*



Please ensure that your Pop-Up blocker is turned OFF

Please note: applicants will only be able to access the first semester of their program until their status changes to Student. For more information about your status, please contact the IT Service Desk at slc.me@sl.on.ca or ext. 1000.

This will then load the students **Verification of Enrolment** form, which can be printed or saved. Example for the form is below.



Verification of Enrolment

Brockville Campus
5588 Parkedale Avenue
Brockville, ON
K6V 5X3
Phone: 613-345-0660

Cornwall Campus
2 St. Lawrence Drive
Cornwall, ON
K6H 4Z1
Phone: 613-933-6080

Kingston Campus
100 Portsmouth Avenue
Kingston, ON
K7L 5A6
Phone: 613-544-5400

Student's Name	Student ID Number
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Student's Address

City Kingston	Province / State ON
Country Canada	Postal Code

Program of Study Bachelor of Business Admin - Level 4 Program Duration 4 Years	Country of Academic Institution Canada
Current Academic Session Winter 2016 - Kingston Campus	Number of Courses Successfully Completed 11
Term Start and End Dates 2016-01-11 - 2016-04-29	Current Enrolment 3 Courses

Notes:

Legend:
Current Enrolment in less than 2/3 of the required courses is considered a PART TIME load.
Level represents semester

Year 1 = Level 1 = 4 Courses Required - Level 2 = 4 Courses Required
Year 2 = Level 3 = 3 Courses Required - Level 4 = 3 Courses Required
Year 3 = Level 5 = 3 Courses Required - Level 6 = 3 Courses Required
Year 4 = Level 7 = 4 Courses Required - Level 8 = 4 Courses Required